



YOU ARE REQUIRED TO COMPLETE, IN FULL, ALL THE FIELDS FOLLOWING. PLEASE AVOID PHRASES SUCH AS 'REFER TO CV' OR SIMILAR.	
Job applying for (Ref No)	Administrative Support Assistant, United States Secret Service (USSS) (10/28)
Title (Dr/Mr/Mrs/Ms/Miss/Other)	
Full Name	
What is your citizenship?	
Are you a dual national? If yes, please provide details of your nationalities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What document(s) do you possess allowing you the legal right to work in the UK? NB: If you do not <u>currently</u> have the legal right to work in the UK you will not be eligible to apply for a position at US Embassy.	<div> British Passport <input type="checkbox"/> Yes <input type="checkbox"/> No </div> <div> Other <input type="checkbox"/> Yes <input type="checkbox"/> No </div> <div> If yes, please specify <div></div> </div> <div> UK Visa <input type="checkbox"/> Yes <input type="checkbox"/> No </div> <div> Type <div></div> </div> <div> Issue Date <div></div> </div> <div> Expiry Date <div></div> </div> <div> Restrictions (if applicable) <div></div> </div>
Email	
Home Address	

Daytime telephone No	
Where did you learn about this job vacancy?	<p><u>Newspaper</u> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify _____</p> <p><u>Visiting a Non-US Embassy Website</u> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify _____</p> <p><u>Visiting the Embassy website</u> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><u>Word of mouth</u> <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Qualifications: i.e. Do you have a High School Diploma or an equivalent academic qualification?</p> <p>Please provide details – Institution, qualification and grade.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
What is your typing speed?	
Which computer packages are you familiar with?	
Please detail your <u>work experience</u> in an administrative or clerical role.	

<p><u>Please provide two references.</u> If the interview panel determines that you are the best person for the job, your past two most recent employers will be contacted and asked to provide employment references for you prior to a tentative offer of employment being made</p>	<p><u>Reference 1:</u> Name: Address: Telephone No: Email:</p> <p><u>Reference 2:</u> Name: Address: Telephone No: Email:</p>
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PLEASE ATTACH CURRENT CV WITH THIS FORM